

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COUNTY FIRE MARSHAL  
CLASS CODE: 4201

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 3/25/08 (Revised 05/04/04 version)  
DEPARTMENT: COMMUNITY DEVELOPMENT

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## JOB SUMMARY

Serves as the Utah County Fire Marshal. Administers the Utah County Fire Prevention Program and city contracts; Enforces the adopted fire codes and ordinances; Provides technical assistance for emergency situations and implements command structure under the guidelines of National Incident Management System (NIMS) for fire suppression.

## CLASS CHARACTERISTICS

This is the primary structural fire prevention coordinator classification level within Utah County.

## ESSENTIAL FUNCTIONS

Develops and provides fire prevention training, education, and technical expertise to home owners' associations and private home owners.

Plans and implements urban fire prevention programs and activities.

Serves as Utah County Incident Commander for structural fire emergencies responded to by contract fire departments; manages County structural fire expenditures and support during these emergencies.

Responds to and coordinates fire suppression (NIMS) through command procedures within Utah County; oversees and coordinates fire suppression efforts by contract fire departments when utilized.

Primary arson investigator for fires within unincorporated Utah County and assists cities when requested.

Coordinates fire district boundaries and maintains fire contracts with city fire departments.

Serves as incident commander for structure fire and hazardous materials calls.

Inspects businesses within the unincorporated areas of the County and initiates mitigation efforts for observed fire code violations.

Writes citations, interviews, gathers evidence, and compiles fire investigation reports. Reviews all structural contract fire suppression billings and authorizes payment.

Inspects County owned facilities with the County building representative and local Fire Department Officials. Reviews and approves building plans, subdivision plans and fixed fire protection installations ensuring compliance with the adopted standards of the County and International Fire Code in cooperation with County Planning and Engineering.

Oversees the issuance of open burn permits in accordance with the International Fire Code; takes enforcement action for violations.

Provides special fire code inspection services to those facilities with unique code requirements.

Responds to call-outs and call-backs as assigned.

Attends Board of Adjustment, Planning commission, and Utah County Fire Chiefs Meetings on monthly basis.

Work with Building Official to secure fire screens.

Supervises part-time Deputy Fire Marshall and secretarial staff.

Prepares and submits County Fire Marshall Budget; oversees budget expenditures.

Works with State Fire Marshall on code updates.

## **COUNTY FIRE MARSHAL**

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of fire management planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis; Knowledge of NFPA codes, International Fire code, International Building codes and County codes relating to fire regulations; Ability to plan and conduct fire prevention inspections; Knowledge of arson and fire investigation techniques; Ability to coordinate and work with allied agencies in the suppression of fires; Knowledge of local fire contracts and agreements; Ability to operate and maintain various kinds of fire-fighting equipment; Skills in written and verbal communication; Ability to develop and present public training classes; and Ability to establish effective working relationships with federal, state, and county government agencies.

### **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratic surfaces; Regularly drives a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in environmentally controlled rooms and partially environmentally controlled buildings; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from heat, smoke, flames, and exhaustion.

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's Degree in Fire Science or a closely related science field; and Three (3) years work experience in professional fire prevention activities. Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah driver's license. Incumbent may be required to possess or obtain fire inspector certification or building plans inspector certification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.